



Tracking Performance – Supervisor

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➤ Adding Performance Notes

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal:
<https://hr.nasa.gov/>

Note: SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

2. Click the **Supervisor View** tab (if not already selected)
3. Select an employee whose status is **Midpoint Review Not Started**

Click a Name	Status	01/02/2013-04/30/2013	05/01/2013-05/01/2013	05/01/2013-05/30/2014	05/01/2013-05/30/2014
ALLISS, LOIS	Set Performance Meeting				
BROWN, GAIL	Plan Not Started				
CANNON, CHARLOTTE	Midpoint Review Not Started				

4. Click the **Supervisor Notes** tab

Critical Element(s)	Requirement	Reviewed By
1. Supervisory Competencies	Agency Required	✓
2. Employee Performance Management under EPCS	Agency Required	✓
3. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment	✓
4. Develops, delivers, manages, and maintains HR information systems.		✓



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5. Click **Add Note**

Plan Summary	Employee Provided Accomplishments	Supervisor Notes	Progress Review(s) (Begin Midpoint)	Final Rating	Historical Plans
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Track performance year progress for Charlotte Cannon (B405). These notes are not viewable by employees.

Date Note Created	Critical Element Note Applied To	Note
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Print to PDF


Add Note

6. Enter the performance note in the text field provided

Track a new Note for Performance Year 2014

Use this section to record your feedback on observable behavior, tasks accomplished or feedback from customers' received on Charlotte Cannon (B405) during the performance year. The feedback entered is only visible to you within SPACE.

Note:



Select Critical Element(s) note is applied to:

- ☐ Supervisory Competencies
- ☐ Employee Performance Management under EPCS
- ☐ Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.
- ☐ Develops, delivers, manages, and maintains HR information systems.

Cancel

Save Note

7. Click the checkbox to select the performance element to which this note applies



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Note: You will be able to copy these notes into your progress reviews or the employee's final rating, and edit them there to provide written feedback that is stored in SPACE.

Note: The employee cannot see your notes. However, your notes could be viewed by higher level managers and remember that any records you keep could eventually be released in connection with a complaint or litigation. Make sure your notes are always recorded in a factual way, in an appropriate tone, etc.



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➤ Reviewing Employee Provided Accomplishments

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Click a Name	Status	01/02/2013-04/30/2013	05/01/2013-05/01/2013	05/01/2013-05/30/2014	05/01/2013-05/30/2014
ALLISS, LOIS	Set Performance Meeting				
BROWN, GAIL	Plan Not Started				
CANNON, CHARLOTTE	Midpoint Review Not Started				

4. Click the **Employee Provided Accomplishments** tab

Date Note Created	Critical Element Note Applied To	Accomplishment
05 / 16 / 2013	Developed new employee recognition	Coordinated 20 training courses by April 1st.

5. If the employee has designated the accomplishment as “Viewable by Rating Official”, you will be able to observe the accomplishment(s) in this section

Note: You will be able to copy these accomplishments into your progress reviews or the employee’s final rating, and edit them there to provide written feedback that is stored in SPACE.